Final Financial Status Report

General Information
Federal Grant or Other Identifying Number Assigned By Federal Agency: LS-00-15-0020-15
Total Federal Funds Authorized for This Funding Period: $ 1,172,672.00
Recipient Account Number or Identifying Number: 013-94Q-0217-33
Report Basis: Cash

Funding Grant Period of Performance
Start Date: 10/01/2014

End Date: 09/30/2016

Period Covered by This Report
Start Date: 10/01/2014

End Date: 09/30/2016

Total SLAA funds expended to meet the purposes of LSTA, including the Five-Year-Plan (MOE): $ 2,834,977.96 Minimum MOE Required: $ 2,769,378.34

MATCH-State funds expended specifically on the Five-Year Plan: $ 972,112.47
MATCH-Other funds expended specifically on the Five-Year Plan: $ 0.00
Total Match: $ 972,112.47
Minimum Match Required: $ 604,103.76
All other recipient outlays not previously reported: $ 0.00

Total unliquidated obligations (expected to clear by Dec. 30 or later IMLS-approved date): $ 0.00
Unobligated balance of Federal funds (these funds to be deobligated): $ 0.00
Federal share of net outlays: $ 1,172,672.00

LSTA Administrative Costs
Allowed: $46,906.88
Actual: $46,906.40
Difference: $0.48
IMLS-approved date unliquidated obligations are expected to clear:

Name of Authorized Certifying Official: James Ritter
Title of Authorized Certifying Official: State Librarian
Signature of Authorized Certifying Official: James Ritter
Phone Number of Authorized Certifying Official: 207-287-5604
Email of Authorized Certifying Official: james.ritter@maine.gov
Report Status: Accepted
Date Report Certified: 06/08/2017
Agency DUNS: 002491384
Agency EIN: 01-6000001
Agency Name: Maine State Library

Administrative Project

General Information
Fiscal Year: 2015
State: ME
Status: Accepted

Title: Administration
Abstract: Financial Administration of the LSTA funds is done by the Department of Administrative & Financial Services (DAFS), the organization that coordinates a number of central services for departments within Maine State Government. The DAFS' service bureaus seek to work in partnership with other state agencies, including the Maine State Library, to provide quality services and to establish processes that ensure accountability in the state's financial performance. The following information is from the State of Maine Administrative and Accounting Manual, Section 50.20.60.: "The Statewide Central Services Cost Allocation Plan (STACAP) is used to identify and assign central services costs. Most government units provide certain services such as accounting, computing, payroll, service, motor transport, etc. to operating agencies on a centralized basis. Since federally supported awards are performed within the individual operating agencies, a process is necessary to identify these central service costs and assign them to benefiting activities on reasonable and consistent bases. The federally reviewed and approved, statewide, central service cost allocation plan (STACAP) provides that process. Administrative coordination with this department is done by the Director of Library Development and LSTA Coordinator.
Intent: Administer the LSTA Program
Grantee: Maine State Library

Start Date: 10/01/2014
End Date: 09/30/2016

Budget Information

	LSTA	MATCH-State	MATCH-Other	Total
Salaries/Wages/Benefits	$0.00	$0.00	$0.00	$0.00
Description				
Consultant Fees	$0.00	$0.00	$0.00	$0.00
Description				
Travel	$0.00	$0.00	$0.00	$0.00
Description				
Supplies/Materials	$0.00	$0.00	$0.00	$0.00
Description				
Equipment	$0.00	$0.00	$0.00	$0.00
Description				
Services	$0.00	$0.00	$0.00	$0.00
Description				
Other Operational Expenses	$46,906.40	$0.00	$0.00	$46,906.40
Description Admin for LSTA				
Totals:	$46,906.40	$0.00	$0.00	$46,906.40

Projects

Project Information

Fiscal Year: 2015
State: ME
Version: 4
SPR Project Code: 2015-ME-75924

Title: Books by Mail
State Project Code: 2
Start Date: 10/01/2014
End Date: 09/30/2016
Status: Accepted
Abstract:

The Books by Mail (BBM) program is part of the Maine State Library'sOutreach Services. This service helps to meet the library needs of citizens inour large rural state (33,125 square miles with an estimated population of1,329,328) who live in towns without local libraries or in towns with public librariesopen less than 12 hours a week. Services are also for the homebound. Moredetails about the program may be found at: http://www.maine.gov/msl/outreach/booksbymail/

Program Eligibility—Patrons requiring homebound services are eligibleto have return postage paid. Homebound status is defined as a need to receivelibrary materials by mail due to a physical inability to use local libraryservices. To be eligible applicants must have a doctor, nurse, social worker, counselor,teacher, librarian, or other qualified person sign a Certification ofEligibility on the application for services form. For participants for the un-servedor under-served communities, the residents pay return postage. Maine residentsthat have no town library, or who don't pay for library services at a nearbytown, or who reside in towns where the library is open less than 12 hours aweek are eligible to apply. Rising postage costs made budget cuts a necessityand reduced the number of participants in the program. Every effort is made toencourage local libraries to work with neighboring communities to providelibrary service to keep Books by Mail for the truly un-served and under-served.

State Goal: Improve library services to individuals with disabilities and for Maine citizens, including children, living in underserved areas.

Project Director

Director Name: Christopher Boynton; Director Phone: 207-287-5650; Director Email: christopher.boynton@maine.gov

Grantee Information

Grantee: Maine State Library

Additional Materials

- http://www.maine.gov/msl/outreach/booksbymail/eligible.shtml

- http://maine.gov/msl/outreach/booksbymail/

Budgets

	LSTA	MATCH-State	MATCH-Other	Total
Salaries/Wages/Benefits	$73,941.42	$5,584.22	$0.00	$79,525.64
Description	LSTA Salary/wages/benefits are for 2.917 FTE federal employees. Match is salary from a state funded employee who works on the project.			
Consultant Fees	$0.00	$0.00	$0.00	$0.00
Description	No consultant fees.			
Travel	$66.78	$0.00	$0.00	$66.78
Description	Travel to in-state meeting to present about Books by Mail.			
Supplies/Materials	$15,580.79	$0.00	$0.00	$15,580.79
Description	Postage, printing supplies for mailing labels, office supplies, printer cartridges and inkjet printer. Also includes equipment repairs, label software, binding costs.			
Equipment	$0.00	$0.00	$0.00	$0.00
Description	No equipment			
Services	$3,277.07	$0.00	$0.00	$3,277.07
Description	Telephone services for the project and charges above STACAP costs.			
Other Operational Expenses	$0.00	$0.00	$0.00	$0.00
Description	No other operational expenses.			
Totals:	$92,866.06	$5,584.22	$0.00	$98,450.28

Intent

Improve users' general knowledge and skills.

- Education
- Literacy

Project Activities

Activity Details

Title: Lending books to Maine citizens who are disabled, homebound or without access to a library **Abstract:**

Eligible Maine residents can borrow books from the Maine State Library via the Books by Mail program. Patrons who do not have Internet access may make selections from paper catalogs. These are mailed to patrons upon request. Patrons who have the capacity to go online can request and renew materials via e-mail or via an online public access catalog that is part of a state-wide consortium. Users are able to request anything available from the shared database through the OPAC. A formal reader advisory service also allows users to request a specialized recommended reading list. Users can use either a paper or online form. Since Books by Mail patrons have a Maine State Library card, they are eligible for electronic resources such as the MARVEL databases and the Maine InfoNet Download Library (downloadable e-books and audio-books). A summer reading program is conducted for the benefit of children enrolled inthe Books by Mail program. The Maine State Library pays postage to and from for the homebound patrons. All others pay return postage only. A Maine State Library toll free phone number is provided to users.

Intent: Improve users' general knowledge and skills.

Activity: Content
Mode: Lending
Format: Combined physical & digital

Total number of items circulated: 13,108

Average number of items circulated / month: 1,092

Total number of ILL transactions: 11,723

Average number of ILL transactions / month: 977

Partner Information

Please identify the area(s) in which your partner organization(s) operates.

Libraries: No **Historical Societies or Organizations:** No **Museums:** No **Archives:** No **Cultural Heritage Organization Multi-type:** No **Preschools:** No **Schools:** No **Adult Education:** No **Human Service Organizations:** No **Other:** No

Please identify the legal type of the partner organization(s) for this project.

Federal Government: No **State Government:** No **Local Government:** No **School District:** No **Non-Profit:** No **Private Sector:** No **Tribe:** No

Is the activity directed at the library workforce: No

For a targeted group or for the general population: Targeted **Geographic community of the targeted group:** Urban, Suburban, Rural **For what age groups:** All Ages,

For what economic types: EconomicNotApplicable **For what ethnicity types:** EthnicityNotApplicable, **Is the activity directed at families:** No **Is the activity directed at intergenerational groups:** No **Is the activity targeted at immigrants/refugees:** No **Is the activity directed at those with disabilities:** Yes **Limited functional literacy or informational skills:** No **Is the activity category not already captured:** No

Is the activity state-wide: Yes

Specific Locations: No

Institution Types

Public Libraries: 0, **Academic Libraries:** 0, **SLAA:** 1, **Consortia:** 0, **Special Libraries:** 0, **School Libraries:** 0, **Other:** 0

Project Outcomes

List any important findings or outcomes from your project:

In rural Maine where many towns have no library, and with no county library system, the Maine State Library is able to provide library materials for underserved Maine citizens. We have aligned eligible communities with our definition of a public library. Residents of communities with a library open less than 12 hours per week are eligible for this program. We will continue to analyze geographic data. This program served 192 residents this year who cannot access library services due to limited local library service in this reporting period. The Books by Mail program has a total of 3654registered users (2489 adults and 1165 K-12 juveniles). The highest number of Book by Mail registered users are residents of Aroostook and Penobscot counties but there are registered users in all of Maine's sixteen counties. There are also 175 registered homebound users in the program. This is a 12% increase from last year.

Please briefly describe importance of findings.

We continue to monitor usage by residents of towns close to MSL (Augusta) and encourage towns to make financial agreements with strong area libraries to offer local and more robust library services.This program replaced the Maine State Library Bookmobile service. The increase of registered homebound users will require some further analysis to see if this is related to Maine's aging population and our promotion to our rural libraries who do not have sufficient staff to offer this service locally. We need to study patterns of use since we have many more registered users than active participants.

What methods did you use to determine your findings? Check all that apply.

Review of Administrative Data

Other

Based on outputs, outcomes and/or other results, explain any significant lessons learned from these findings for either the SLAA or others in the LIS field.

We continue to have conversations with libraries in Maine that support other towns with financial agreements for both non-resident card purchases and tax supported library service. The challenge with this program is to meet the real needs of the underserved rather than be a convenient service to those who may have easy access to a full service library. we do not want this program to undermine efforts of public libraries to expand their services to a wider region and obtain funding from neighboring towns with no library.

Do you anticipate continuing this project after the current reporting period ends? Yes

Do you anticipate any change in level of effort? No

Do you anticipate any change in the project's scope? No

Do you anticipate any other changes in the project? No

Exemplary: Yes;

Project Tags

rural, MSLN, e-rate

Project Information

Fiscal Year: 2015

State: ME

Version: 3

SPR Project Code: 2015-ME-75925

Title: Talking Books Plus (Large Print, Talking Books, and Descriptive Videos)

State Project Code: 7

Start Date: 10/01/2014

End Date: 09/30/2016

Status: Accepted

Abstract:

The purpose of the Maine State Library's Talking Books Plus program is to provide free services to Maine residents of any age who are unable to read traditional print materials. The Maine State Library's Talking Books Plus program has three components:

1. **LargePrint Books:** Theprogram purpose is to directly or through public libraries meet theinformational and recreational needs of residents of Maine who are certified asbeing blind, visually impaired, or physically handicapped.

2. **TalkingBooks and Descriptive Video:** Theprogram purpose is to act as Maine's regional library for the National LibraryServices for the Blind and Physically Handicapped (NLS) providing talking booksstatewide and providing descriptive videos to individually enrolled patrons.

3. **RecordedBooks:** Recording of Maine materialsnot recorded by the Library of Congress. This program provides specific Mainematerials in the state and nationally.

State Goal: Improve library services to individuals with disabilities and for Maine citizens, including children, living in underserved areas.

Project Director
Director Name: Chris Boynton; Director Phone: 207-287-5653; Director Email: christopher.boynton@maine.gov

Grantee Information
Grantee: Maine State Library

Additional Materials
- http://www.maine.gov/msl/outreach/lbph/largeprint/index.shtml
- http://www.maine.gov/msl/outreach/lbph/index.shtml

Budgets

	LSTA	MATCH-State	MATCH-Other	Total
Salaries/Wages/Benefits	$117,955.78	$119,092.42	$0.00	$237,048.20
Description	LSTA salaries/wages and benefits are for 2.917 FTE. State match is for 2 FTE positions working on the Talking Books Program			
Consultant Fees	$0.00	$0.00	$0.00	$0.00
Description	There were no consultant fees			
Travel	$3,936.96	$0.00	$0.00	$3,936.96
Description	Travel in state for CUL meeting in Portland, ME. Airfare, hotel and meals for out of state travel to regional conference for Libraries of the Blind and Physically Handicapped for the program director. Other travel is for in-state mileage for meetings with organizations and libraries.			
Supplies/Materials	$14,028.33	$0.00	$0.00	$14,028.33
Description	Includes postage, large print books, scanners for checking in cartridges, printing of return labels and other misc. supplies for the program. Also includes label software.			
Equipment	$0.00	$0.00	$0.00	$0.00
Description	No equipment was purchased			
Services	$35,337.06	$0.00	$0.00	$35,337.06
Description	Services for web hosting, software and maintenance of the CUL catalog for the program. Also a service for magazines for program participants. Telephone services for Talking Books.			
Other Operational Expenses	$0.00	$0.00	$0.00	$0.00
Description	No other operational expenses			
Totals:	$171,258.13	$119,092.42	$0.00	$290,350.55

Intent
Improve users' ability to obtain and/or use information resources.

- Education
- Literacy

Project Activities
Activity Details
Title: Talking Books Plus **Abstract:**

Activities for the Talking Book Plus program include: Registering new patrons via phone; providing reader's advisory services, maintaining a patron handbook, providing a distance summer reading program to juvenile patrons, promoting the grant-funded Newsline service, and working with the Maine State Division of the Blind and Maine AIM. The program Director is currently the chair of the Consortium of User Libraries(CUL), a cooperative non-profit organization made up of network libraries for the blind and physically handicapped (LBPHs) that has developed and shares an ongoing automation system for delivery of NLS services in their respective states and service areas.

Intent: Improve users' ability to obtain and/or use information resources.

Activity: Content
Mode: Lending
Format: Combined physical & digital

Total number of items circulated: 114,566

Average number of items circulated / month: 9,547

Total number of ILL transactions: 115

Average number of ILL transactions / month: 9

Partner Information

Please identify the area(s) in which your partner organization(s) operates.

Libraries: No **Historical Societies or Organizations:** No **Museums:** No **Archives:** No **Cultural Heritage Organization Multi-type:** No **Preschools:** No **Schools:** No **Adult Education:** No **Human Service Organizations:** No **Other:** No

Please identify the legal type of the partner organization(s) for this project.

Federal Government: Yes **State Government:** Yes **Local Government:** Yes **School District:** Yes **Non-Profit:** Yes **Private Sector:** No **Tribe:** No

Is the activity directed at the library workforce: No

For a targeted group or for the general population: Targeted **Geographic community of the targeted group:** Urban, Suburban, Rural **For what age groups:** All Ages,

For what economic types: EconomicNotApplicable **For what ethnicity types:** EthnicityNotApplicable, **Is the activity directed at families:** No **Is the activity directed at intergenerational groups:** No **Is the activity targeted at immigrants/refugees:** No **Is the activity directed at those with disabilities:** Yes **Limited functional literacy or informational skills:** No **Is the activity category not already captured:** No

Is the activity state-wide: Yes

Specific Locations: No

Institution Types

Public Libraries: 0, **Academic Libraries:** 0, **SLAA:** 1, **Consortia:** 0, **Special Libraries:** 0, **School Libraries:** 0, **Other:** 0

Activity Details

Title: Talking Books Recording Project **Abstract:**

The Maine State Library (MSL) records Maine materials not recorded by the National Library Services for the Blind and Physically Handicapped (NLS). The MSL has an on-site recording studio and a part-time librarian who manages the projects and volunteers.

Intent: Improve users' ability to obtain and/or use information resources.

Activity: Content
Mode: Creation
Format: Digital

Number of items digitized: 4

Number of items digitized and available to the public: 4

Number of physical items: 41

Number of open-source applications/software/systems: 0

Number of proprietary applications/software/systems: 0

Number of learning resources (e.g. toolkits, guides): 0

Number of plans/frameworks: 0

Partner Information

Please identify the area(s) in which your partner organization(s) operates.

Libraries: No **Historical Societies or Organizations:** No **Museums:** No **Archives:** No **Cultural Heritage Organization Multi-type:** No **Preschools:** No **Schools:** No **Adult Education:** No **Human Service Organizations:** No **Other:** No

Please identify the legal type of the partner organization(s) for this project.

Federal Government: Yes **State Government:** No **Local Government:** No **School District:** No **Non-Profit:** No **Private Sector:** No **Tribe:** No

Is the activity directed at the library workforce: No

For a targeted group or for the general population: Targeted **Geographic community of the targeted group:** Urban, Suburban, Rural **For what age groups:** All Ages,

For what economic types: EconomicNotApplicable **For what ethnicity types:** EthnicityNotApplicable, **Is the activity directed at families:** No **Is the activity directed at intergenerational groups:** No **Is the activity targeted at immigrants/refugees:** No **Is the activity directed at those with disabilities:** Yes **Limited functional literacy or informational skills:** No **Is the activity category not already captured:** No

Is the activity state-wide: Yes

Specific Locations: No

Institution Types

Public Libraries: 0, **Academic Libraries:** 0, **SLAA:** 1, **Consortia:** 0, **Special Libraries:** 0, **School Libraries:** 0, **Other:** 1

Activity Details

Title: Large Print Books **Abstract:**

Large print books are circulated to program participants as well as to public libraries, schools and retirement homes in Maine.

Intent: Improve users' ability to obtain and/or use information resources.

Activity: Content
Mode: Lending
Format: Physical

Total number of items circulated: 13,283

Average number of items circulated / month: 1,106

Total number of ILL transactions: 0

Average number of ILL transactions / month: 0

Partner Information

Please identify the area(s) in which your partner organization(s) operates.

Libraries: No **Historical Societies or Organizations:** No **Museums:** No **Archives:** No **Cultural Heritage Organization Multi-type:** No **Preschools:** No **Schools:** No **Adult Education:** No **Human Service Organizations:** No **Other:** No

Please identify the legal type of the partner organization(s) for this project.

Federal Government: No **State Government:** No **Local Government:** Yes **School District:** No **Non-Profit:** Yes **Private Sector:** No **Tribe:** No

Is the activity directed at the library workforce: No

For a targeted group or for the general population: Targeted **Geographic community of the targeted group:** Urban, Suburban, Rural **For what age groups:** All Ages,

For what economic types: EconomicNotApplicable **For what ethnicity types:** EthnicityNotApplicable, **Is the activity directed at families:** No **Is the activity directed at intergenerational groups:** No **Is the activity targeted at immigrants/refugees:** No **Is the activity directed at those with disabilities:** Yes **Limited functional literacy or informational skills:** No **Is the activity category not already captured:** No

Is the activity state-wide: Yes

Specific Locations: No

Institution Types

Public Libraries: 127, **Academic Libraries:** 0, **SLAA:** 0, **Consortia:** 0, **Special Libraries:** 0, **School Libraries:** 28, **Other:** 66

Project Outcomes

List any important findings or outcomes from your project:
Audio cassettes are now discontinued, we now circulate audio digital cartridges exclusively. The BARD downloads have increased about 13% over last year, and account for about 23% of total circulation.

Please briefly describe importance of findings.
We will continue to monitor the increase of the use of BARD.

What methods did you use to determine your findings? Check all that apply.
Survey
Review of Administrative Data

Based on outputs, outcomes and/or other results, explain any significant lessons learned from these findings for either the SLAA or others in the LIS field.
There still remains a huge demand for reader's advisory services for the blind and visually impaired who have yet to move to BARD. Large print demand is decreasing.

Do you anticipate continuing this project after the current reporting period ends? Yes

Do you anticipate any change in level of effort? No

Do you anticipate any change in the project's scope? No

Do you anticipate any other changes in the project? No

Exemplary: No

Project Tags
blind

Project Information
Fiscal Year: 2015
State: ME
Version: 2
SPR Project Code: 2015-ME-75926

Title: Partnership with the University of Maine for Maine InfoNet
State Project Code: 6
Start Date: 10/01/2014
End Date: 09/30/2016
Status: Accepted
Abstract:

Maine InfoNet is a collaborative of academic, public, school, and special libraries that provides leadership in resource sharing, promotes cost effective solutions for quality library information services, and supports the cultural, educational, and economic development of Maine. Supported by the Maine State Library and the University of Maine System, Maine InfoNet connects the people of Maine to information and ideas through library cooperation. A Board of Directors oversees the operation of Maine InfoNet and takes the lead in planning and the establishment of policies. The Maine State Librarian is a member of this Board along with 12 other members from the Maine library community. Maine InfoNet is dedicated to improving information and library service to all Maine citizens through online systems and technology. It develops and manages services that unite electronic and physical resources to form a digital library for all of Maine.

State Goal: Expand library resource sharing and services for all Maine citizens.

Project Director

Director Name: James Jackson Sanborn; Director Phone: 207-581-3083; Director Email: james.jacksonsanborn@maineinfonet.org

Grantee Information

Grantee: Maine State Library

Additional Materials

- http://www.maineinfonet.org/
- http://download.maineinfonet.org/171EEF0C-748F-40C4-BB6C-E41CA07402C6/10/50/en/Default.htm
- http://libraries.maine.edu/mainedatabases/

Budgets

	LSTA	MATCH-State	MATCH-Other	Total
Salaries/Wages/Benefits	$81,089.06	$114,462.25	$0.00	$195,551.31
Description	Salary for 1.17 FTE that work on Maine InfoNet project and 1 FTE state funded as match. The Systems Training and Support Librarian is federally funded and the Library Systems Manager is state funded with the balance for management by Library Development Director.			
Consultant Fees	$0.00	$0.00	$0.00	$0.00
Description				
Travel	$1,589.09	$0.00	$0.00	$1,589.09
Description	In-state travel mileage reimbursement for the Systems Training and Support Librarian and the part-time cataloging trainer. Also included is travel for out of state training for Sierra ILS.			
Supplies/Materials	$0.00	$0.00	$0.00	$0.00
Description	No supplies and materials			
Equipment	$0.00	$0.00	$0.00	$0.00
Description	No equipment			
Services	$100,941.42	$275,000.00	$0.00	$375,941.42
Description	The Maine State Library has a contract with the University of Maine System to pay half the salary and benefits for the Maine InfoNet Executive Director. Cost also include services for a part-time cataloger for training and database cleanup. Amount also includes subscription to SkyRiver for MILS consortial ILS. Also includes telephone services. Match amount is from the same contract for databases managed by InfoNet.			
Other Operational Expenses	$0.00	$0.00	$0.00	$0.00
Description	No other operational expenses..			
Totals:	$183,619.57	$389,462.25	$0.00	$573,081.82

Intent

Improve users' ability to obtain and/or use information resources.

- General (select only for electronic databases or other data sources)

Project Activities

Activity Details

Title: Maine ILS and Statewide Catalog **Abstract:**

Maine InfoNet manages three statewide ILS consortia as well as the statewide catalog – MaineCat. The URSUS consortia includes 13 libraries: University of Maine System libraries, the Maine State Library, the Maine Law and Legislative Library and Bangor Public Library. The Minerva consortia include 68 public, school, academic and hospital libraries. The new MILS system for small libraries is includes 4 libraries. All three consortia use the same ILS system, are scaled to size and capacity and all feed into the state catalog, MaineCat. Maine InfoNet provides the management, technological infrastructure, help desk ticketing system, and training. The SOLAR program for libraries on other systems was ended in late 2016.

Intent: Improve users' ability to obtain and/or use information resources.

Activity: Content
Mode: Lending
Format: Combined physical & digital

Total number of items circulated: 4,703,625

Average number of items circulated / month: 391,968

Total number of ILL transactions: 0

Average number of ILL transactions / month: 0

Partner Information

Please identify the area(s) in which your partner organization(s) operates.

Libraries: No **Historical Societies or Organizations:** No **Museums:** No **Archives:** No **Cultural Heritage Organization Multi-type:** No **Preschools:** No **Schools:** No **Adult Education:** No **Human Service Organizations:** No **Other:** No

Please identify the legal type of the partner organization(s) for this project.

Federal Government: No **State Government:** Yes **Local Government:** Yes **School District:** Yes **Non-Profit:** Yes **Private Sector:** No **Tribe:** No

Is the activity directed at the library workforce: No

For a targeted group or for the general population: General **Geographic community of the targeted group:** Urban, Suburban, Rural **For what age groups:**

Is the activity state-wide: Yes

Specific Locations: No

Institution Types
Public Libraries: 61, **Academic Libraries:** 38, **SLAA:** 1, **Consortia:** 4, **Special Libraries:** 24, **School Libraries:** 4, **Other:** 0

Activity Details

Title: Maine's Virtual Library - MARVEL **Abstract:**

Maine InfoNet manages Maine's Virtual Library, known as MARVEL. This collection of online resources provides access to full text and abstracts from magazines, newspapers and reference books. MARVEL is provided free of charge to all library types and Maine citizens from home. MARVEL is funded by the Maine State Library, the University of Maine, the Maine Telecommunications Education Access Fund via the Public Utilities Commission as well as Colby, Bates, and Bowdoin colleges.

Intent: Improve users' ability to obtain and/or use information resources.

Activity: Content
Mode: Acquisition
Format: Digital

Number of hardware acquired: 0

Number of software acquired: 0

Number of licensed databases acquired: 63

Number of print materials (books & government documents) acquired: 0

Number of electronic materials acquired: 0

Number of audio/visual units (audio discs, talking books, other recordings) acquired: 0

Partner Information

Please identify the area(s) in which your partner organization(s) operates.

Libraries: No **Historical Societies or Organizations:** No **Museums:** No **Archives:** No **Cultural Heritage Organization Multi-type:** No **Preschools:** No **Schools:** No **Adult Education:** No **Human Service Organizations:** No **Other:** No

Please identify the legal type of the partner organization(s) for this project.

Federal Government: No **State Government:** Yes **Local Government:** Yes **School District:** Yes **Non-Profit:** Yes **Private Sector:** No **Tribe:** No

Is the activity directed at the library workforce: No

For a targeted group or for the general population: General **Geographic community of the targeted group:** Urban, Suburban, Rural **For what age groups:**

Is the activity state-wide: Yes

Specific Locations: No

Institution Types
Public Libraries: 264, **Academic Libraries:** 37, **SLAA:** 1, **Consortia:** 0, **Special Libraries:** 40, **School Libraries:** 336, **Other:** 0

Activity Details

Title: Download Library: E-books and Audiobooks **Abstract:**

Maine InfoNet also manages the Download Library of e-books and audiobooks for Maine libraries. The eBooks and audiobooks are both available to patrons of all member libraries that join this project. Libraries pay an annual membership fee which is used to purchase content and pay for licensing fees. Membership fees are based on library population served and range from a low of $150 for libraries serving populations under 1,000 to a high of $1,700 for libraries serving populations above 25,000. The initial set up fee upon joining is $300.

Intent: Improve users' ability to obtain and/or use information resources.

Activity: Content
Mode: Lending
Format: Digital

Total number of items circulated: 407,494

Average number of items circulated / month: 33,958

Total number of ILL transactions: 0

Average number of ILL transactions / month: 0

Partner Information

Please identify the area(s) in which your partner organization(s) operates.

Libraries: No **Historical Societies or Organizations:** No **Museums:** No **Archives:** No **Cultural Heritage Organization Multi-type:** No **Preschools:** No **Schools:** No **Adult Education:** No **Human Service Organizations:** No **Other:** No

Please identify the legal type of the partner organization(s) for this project.

Federal Government: No **State Government:** Yes **Local Government:** Yes **School District:** Yes **Non-Profit:** Yes **Private Sector:** No **Tribe:** No

Is the activity directed at the library workforce: No

For a targeted group or for the general population: General **Geographic community of the targeted group:** Urban, Suburban, Rural **For what age groups:**

Is the activity state-wide: Yes

Specific Locations: No

Institution Types

Public Libraries: 178, **Academic Libraries:** 30, **SLAA:** 1, **Consortia:** 0, **Special Libraries:** 2, **School Libraries:** 23, **Other:** 0

Project Outcomes

List any important findings or outcomes from your project:

One of the important outcomes has been the establishment of the MILS consortia for small libraries. The main obstacle for the small libraries was cost. The goal was to find a system and price to widen the number of libraries to join a statewide system. Currently work with vendor now includes 4 MILS libraries up and running and 5 more in development. Expansion will continue in the upcoming year as more libraries apply for membership. An evaluation took place for the e-book platform during 2016 since the current vendor can't present pricing and inclusion in current model for more school libraries. Maine InfoNet will move to a new e-book delivery system in Spring/Summer 2017.

Please briefly describe importance of findings.

Maine InfoNet and Maine State Library are reaching goals for expanding the number of public libraries that can actively participate and utilizing the statewide catalog, MaineCat. By offering a scaled down version, easy copy cataloging, and lower costs, the number of libraries able to participate will increase. Attention to training needs for these new MILS libraries in a consistent manner is a 2017 goal.

What methods did you use to determine your findings? Check all that apply.

Review of Administrative Data
Interview/Focus Group
Participant Observation
Other

Based on outputs, outcomes and/or other results, explain any significant lessons learned from these findings for either the SLAA or others in the LIS field.

In Maine, where more than 50% of our public libraries serve populations under 3,000 people and 55% of our libraries have 2 paid staff - or less, it is significantly harder to provide an ILS that will fit all libraries ability to pay and manage. Many vendors do not want a multi library type statewide contract and it does not fit into their pricing models. Maine has always approached contracts for services to include all library types to try and achieve the best prices but there are challenges to that approach that we must deal with in the upcoming years as some products and vendors do not align with Maine's population and structure.

Do you anticipate continuing this project after the current reporting period ends? Yes

Do you anticipate any change in level of effort? Yes

We will continue to use both LSTA and state funds to expand and support the MILS program to more small, rural libraries in Maine. We anticipate adding 10 libraries per year. MSL and the University will continue to support Maine InfoNet for statewide resource sharing and technology infrastructure.

Do you anticipate any change in the project's scope? Yes

An evaluation of databases cost, benefit and use is planned for 2017.

Do you anticipate any other changes in the project? Yes

Maine libraries may have to work with multiples vendors to accomplish resource sharing goals for ILS, e-books, etc.

Exemplary: No

Project Tags

ILS, e-books, databases

Project Information

Fiscal Year: 2015

State: ME

Version: 2

SPR Project Code: 2015-ME-75927

Title: Maine Regional Library System-Area Reference and Resource Centers

State Project Code: 3

Start Date: 10/01/2014

End Date: 09/30/2016

Status: Accepted

Abstract:

The purpose of the Maine Regional Library System is to promote improved service for the constituents of member libraries. It was created by Public Law 626, enacted in 1973, and established three library districts based on population in an effort to improve library service for the citizens of Maine. The current population of Maine served by the ARRC system is estimated to be 1,329,328. Each district has a corresponding ARRC Library. ARRC services are tied to the specific geographic areas. Portland Public Library, the largest public library in the state, is the ARRC for the Southern Maine Library District (SMLD). The Maine State Library serves as the ARRC for the Central Maine Library District (CMLD) and the Bangor Public Library is the ARRC for the Northeastern Maine Library District (NMLD). The Portland Public Library serves Cumberland and York counties plus selected Oxford county towns (Brownfield, Denmark, Fryeburg,Hiram and Lovell). The Maine State Library serves Androscoggin, Franklin, Kennebec, Lincoln, Oxford, Sagadahoc, and Somerset counties. The Bangor Public Library serves Aroostook, Hancock, Knox, Penobscot, Piscataquis, Waldo, and Washington counties. Bangor Public Library and Portland Public Library receive state and federal aid from the Maine State Library for the purpose of making "their resources and services available without charge to all residents in their Districts...." The Maine State Library serves as the ARRC for the Central Maine Library Districtand uses a combination of state and federal funds to deliver their ARRC services. The Lewiston Public Library's fiction collection also supplements the MSL collection for ARRC interlibrary loan. Interlibrary Loan, free library cards for patrons in the Districts and backup reference services for libraries and patrons are services of the Maine ARRCs.

State Goal: Expand and enhance life-long learning opportunities for librarians and Maine citizens

Project Director

Director Name: Janet McKenney; Director Phone: 207-287-5620; Director Email: janet.mckenney@maine.gov

Grantee Information

Grantee: Maine State Library

Additional Materials

- https://www.portlandlibrary.com/using-the-library/services-for-librarians/
- http://www.maine.gov/msl/services/ask.htm
- http://www.maine.gov/msl/libs/services/illnmld.htm
- http://www.maine.gov/msl/libs/interlib/delivery.shtml
- http://www.maine.gov/msl/libs/interlib/
- http://www.bangorpubliclibrary.org/nmld-ill.htm
- http://www.maine.gov/msl/libs/services/smldarrc.htm

Budgets

	LSTA	MATCH-State	MATCH-Other	Total
Salaries/Wages/Benefits	$91,475.39	$18,330.37	$0.00	$109,805.76
Description	This amount represents 1.9 FTE for Interlibrary loan library, cataloging and management staff for the ARRC services to libraries and patrons. State salary match is represents state funded portion of ILL Coordinator salary.			
Consultant Fees	$0.00	$0.00	$0.00	$0.00
Description	No consultant fees			
Travel	$9,486.37	$0.00	$0.00	$9,486.37
Description	In-state travel for ARRC staff is $1842.83. ARRC sponsorship for ILEAD Meeting space and hotel is $4600. Balance is out of state for 1 conference for the ARRC director and 2 registrations for ARRC staff to RIPL.			
Supplies/Materials	$16,970.96	$0.00	$0.00	$16,970.96
Description	Supplies and materials include postage and supplies for Interlibrary Loan, van delivery totes and bags, Includes supplies for meeting packets, color ink cartridges for handouts and brochures.			
Equipment	$0.00	$0.00	$0.00	$0.00
Description	No equipment purchased			
Services	$246,025.69	$14,256.00	$0.00	$260,281.69
Description				

$38,494.04 are for contract with Bangor Public Library for the NMLD consultant from July 1, 2015-December 31, 2015 plus associated costs for the office (supplies, parking, etc.). $16,024.32 are for a payroll services contract for part-time STEM/Emerging technologies librarian to work with public libraries. The balance covers special van delivery services for Cornerstones of Science trunks. Cost for 26 public access computers for access and support by the Office of Information technology. The match from state funds for subscription/replenishment to comply with CIPA. Also, telephone services.

Other Operational Expenses	$0.00	$0.00	$0.00	$0.00
Description	No Other Operational Expenses.			
Totals:	$363,958.41	$32,586.37	$0.00	$396,544.78

Intent

Improve users' ability to obtain and/or use information resources.

- Outreach & Partnerships
- Systems & Technologies

Project Activities

Activity Details

Title: ARRC - Interlibrary Loan **Abstract:**

ARRCs provide interlibrary loan service for libraries and citizens in the districts of the Maine Regional Library System. The Maine State Library and Lewiston Public Library serve as the ILL ARRC for the Central Maine Library District (CMLD). The Bangor Public Library serves as the ILL ARRC for the Northeastern Maine Library District (NMLD) and Portland Public Library serves as the ILL ARRC for the Southern Maine Library District. District libraries that are not part of the state supported ILS (Minerva) are able to make requests through their assigned ARRC. District libraries include all library types: public, school, academic and special.

Intent: Improve users' ability to obtain and/or use information resources.

Activity: Content
Mode: Lending
Format: Physical

Total number of items circulated: 0

Average number of items circulated / month: 0

Total number of ILL transactions: 28,786

Average number of ILL transactions / month: 2,399

Partner Information

Please identify the area(s) in which your partner organization(s) operates.

Libraries: No **Historical Societies or Organizations:** No **Museums:** No **Archives:** No **Cultural Heritage Organization Multi-type:** No **Preschools:** No **Schools:** No **Adult Education:** No **Human Service Organizations:** No **Other:** No

Please identify the legal type of the partner organization(s) for this project.

Federal Government: No **State Government:** Yes **Local Government:** Yes **School District:** Yes **Non-Profit:** Yes **Private Sector:** No **Tribe:** No

Is the activity directed at the library workforce: No

For a targeted group or for the general population: General **Geographic community of the targeted group:** Urban, Suburban, Rural **For what age groups:**

Is the activity state-wide: Yes

Specific Locations: No

Institution Types

Public Libraries: 264, **Academic Libraries:** 37, **SLAA:** 1, **Consortia:** 4, **Special Libraries:** 40, **School Libraries:** 336, **Other:** 0

Activity Details

Title: ARRC - Borrower Cards **Abstract:**

ARRCs provide borrower cards to Maine residents in the districts of the Maine Regional Library System. The Maine State Library provides a free card to any Maine citizen and through the ARRC agreement provides cards to residents in the CMLD district (Androscoggin, Franklin, Kennebec, Lincoln, Oxford, Sagadahoc and Somerset counties). The Bangor Public Library provides a free card to any Maine citizen and through the ARRC agreement provide cards to residents in the NMLD district (Aroostook, Hancock, Knox, Penobscot, Piscataquis, Waldo, and Washington counties). Portland Public Library provides a free card to residents of Cumberland, York and selected Oxford county towns (Brownfield, Denmark, Fryeburg, Hiram, and Lovell).

Intent: Improve users' ability to obtain and/or use information resources.

Activity: Content
Mode: Other
Format: Combined physical & digital

Partner Information

Please identify the area(s) in which your partner organization(s) operates.

Libraries: No **Historical Societies or Organizations:** No **Museums:** No **Archives:** No **Cultural Heritage Organization Multi-type:** No **Preschools:** No **Schools:** No **Adult Education:** No **Human Service Organizations:** No **Other:** No

Please identify the legal type of the partner organization(s) for this project.

Federal Government: No **State Government:** Yes **Local Government:** Yes **School District:** Yes **Non-Profit:** Yes **Private Sector:** No **Tribe:** No

Is the activity directed at the library workforce: No

For a targeted group or for the general population: General **Geographic community of the targeted group:** Urban, Suburban, Rural **For what age groups:**

Is the activity state-wide: Yes

Specific Locations: No

Institution Types
Public Libraries: 264, **Academic Libraries:** 37, **SLAA:** 1, **Consortia:** 0, **Special Libraries:** 40, **School Libraries:** 337, **Other:** 0

Activity Details
Title: ARRC - Reference Services **Abstract:**
ARRCs provide references services to Maine Regional Library System district libraries with and without a reference librarian as well as directly to patrons in their regions. The Maine State Library, Bangor Public Library and Portland Public Library all have degreed and experienced reference librarians available in person, via phone and via email to answer quick or detailed reference questions. Many small libraries call for patrons when the answers to questions are not available using the librarian's reference skills or the library's online or local reference resources. Statistics are reported for all reference questions since librarians will not ask a patron or library to identify their regional district or location.

Intent: Improve users' ability to obtain and/or use information resources.

Activity: Instruction
Mode: Consultation/drop-in/referral
Format: Combined in-person & virtual

Total number of consultation/reference transactions: 38,788

Average number of consultation/reference transactions per month: 3,232

Partner Information
Please identify the area(s) in which your partner organization(s) operates.

Libraries: No **Historical Societies or Organizations:** No **Museums:** No **Archives:** No **Cultural Heritage Organization Multi-type:** No **Preschools:** No **Schools:** No **Adult Education:** No **Human Service Organizations:** No **Other:** No

Please identify the legal type of the partner organization(s) for this project.

Federal Government: No **State Government:** Yes **Local Government:** Yes **School District:** Yes **Non-Profit:** No **Private Sector:** No **Tribe:** No

Is the activity directed at the library workforce: No

For a targeted group or for the general population: General **Geographic community of the targeted group:** Urban, Suburban, Rural **For what age groups:**

Is the activity state-wide: Yes

Specific Locations: No

Institution Types
Public Libraries: 264, **Academic Libraries:** 37, **SLAA:** 1, **Consortia:** 0, **Special Libraries:** 40, **School Libraries:** 336, **Other:** 0

Activity Details
Title: Maine State Library - Public Access Computing **Abstract:**
The Maine State Library offers public access computers inthe Augusta office. Both federal and state funds are used for the purchase,internet access and support of these computers by the Office of InformationTechnology. Both state and federal funds are used to support this service topatrons who use the library.

Intent: Improve users' ability to obtain and/or use information resources.

Activity: Content
Mode: Other
Format: Digital

Partner Information
Please identify the area(s) in which your partner organization(s) operates.

Libraries: No **Historical Societies or Organizations:** No **Museums:** No **Archives:** No **Cultural Heritage Organization Multi-type:** No **Preschools:** No **Schools:** No **Adult Education:** No **Human Service Organizations:** No **Other:** No

Please identify the legal type of the partner organization(s) for this project.

Federal Government: No **State Government:** Yes **Local Government:** No **School District:** No **Non-Profit:** No **Private Sector:** No **Tribe:** No

Is the activity directed at the library workforce: No

For a targeted group or for the general population: General **Geographic community of the targeted group:** Urban, Suburban, Rural **For what age groups:**

Is the activity state-wide: No

Institution Types
Public Libraries: 0, **Academic Libraries:** 0, **SLAA:** 1, **Consortia:** 0, **Special Libraries:** 0, **School Libraries:** 0, **Other:** 0

Project Outcomes
List any important findings or outcomes from your project:
The ARRC service was a model established in 1973, prior to the internet and email. Interlibrary loan requests increase every year but as more libraries join the statewide ILS, the dependence on the ARRC for ILL and reference services has decreased. The Maine State Library and Maine Library Commission will study ARRC services during 2017 and recommend any changes that may be necessary.

Please briefly describe importance of findings.
Borrower cards are increasing as patrons want access to the three ARRC library specific databases as well as statewide databases. ARRC usage has evolved and the process is in place to improve and provide services in line with both libraries and Maine residents needs.

What methods did you use to determine your findings? Check all that apply.
Review of Administrative Data
Other

Based on outputs, outcomes and/or other results, explain any significant lessons learned from these findings for either the SLAA or others in the LIS field.
We anticipate developing a user survey (libraries and patrons) to evaluate use and satisfaction with databases and online resources. Maine State Library staff, Portland Public Library staff and Bangor Public library staff will engage in meetings to analyze ways to provide up to date ARRC services.

Do you anticipate continuing this project after the current reporting period ends? Yes

Do you anticipate any change in level of effort? No

Do you anticipate any change in the project's scope? No

Do you anticipate any other changes in the project? Yes
There are discussions around centralizing ILL, reference and cataloging to difference ARRCs that have staff that can handle the activity statewide, rather than on a regional basis. We will be discussing this with the ARRC staff and libraries in 2017..

Exemplary: No

Project Tags
databases, ILL, reference

Project Information
Fiscal Year: 2015
State: ME
Version: 2
SPR Project Code: 2015-ME-75928

Title: Maine Regional Library System- Consultant Services and Continuing Education
State Project Code: 4
Start Date: 10/01/2014
End Date: 09/30/2016
Status: Accepted
Abstract:
The purpose of the Maine Regional Library System is to promote improved service for Maine residents who use libraries. It was created by Public Law 626, enacted in 1973, and established the three library districts based on population to improve library service for the citizens of Maine. The Maine Regional Library System's District Consultants support a network of public, school, academic, and special libraries in Maine's 16 counties. Maine currently has three districts serving the entire state:
1. **Central MaineLibrary District** (CMLD) with an office located in Augusta at the MaineState Library and serving Androscoggin, Franklin, Kennebec, Lincoln, Oxford,Sagadahoc, and Somerset counties.
2. **NortheasternMaine Library District** (NMLD) with an office located at the Bangor PublicLibrary and serving Aroostook, Hancock, Knox, Penobscot, Piscataquis, Waldo,and Washington counties.
3. **Southern MaineLibrary District** (SMLD) with an office at the Portland Public Library and servingCumberland, York and selected Oxford county towns (Brownfield, Denmark,Fryeburg, Hiram, Lovell, and Naples).

The three districts each have an executive advisory body representing a constituency of participating libraries within their geographical district. District Councils (the participating libraries) consist of representatives from public,

academic school or special libraries. The councils meet at least twice each year. Membership is open to public, school, academic or special libraries.

In addition to regional consultants, the Maine StateLibrary also has two consultants who work on a statewide basis and serve all regions. The Early Literacy Consultant and the Technology/E-rate consultant work mainly with public libraries but all libraries are free to utilize their expertise.

An evaluation and restructuring project took place in 2016 of the current service model for consultant/specialist services.

A new service model will go forward in 2017

State Goal: Expand and enhance life-long learning opportunities for librarians and Maine citizens

Project Director

Director Name: Janet McKenney; Director Phone: 207-287-5620; Director Email: janet.mckenney@maine.gov

Grantee Information

Grantee: Maine State Library

Additional Materials

- http://www.maine.gov/msl/libs/districts/index.shtml
- http://www.maine.gov/msl/libs/tech/index.shtml
- https://www.youtube.com/watch?v=dt-IJ4PnUDk
- http://www.maine.gov/msl/libs/services/childliteracy.htm

Budgets

	LSTA	MATCH-State	MATCH-Other	Total
Salaries/Wages/Benefits	$114,817.23	$425,387.21	$0.00	$540,204.44
Description	LSTA salary is 1.17 FTE. This is the State Data Coordinator's salary plus .17 for Library Development Director salary for management. The match is for 6 FTE. Three consultants and three support staff.			
Consultant Fees	$0.00	$0.00	$0.00	$0.00
Description				
Travel	$31,601.38	$0.00	$0.00	$31,601.38
Description	Travel costs include both in-state and out of state travel. Travel to ALA for two MSL staff as well as air travel for two MSL staff to the Research Institute for Public Libraries in July 2015. Travel for Early Literacy consultant to a national conference. State Data Coordinator for trainings and visits in the state. Travel reimbursement for staff and participants to three Maine ILEAD events. This includes travel for 7 Maine State Library staff for ILEAD.			
Supplies/Materials	$3,423.89	$0.00	$0.00	$3,423.89
Description	General supplies and print cartridges for meeting documents and staff use. Expenses also for upgrades to our training room. New screen, projector and integrated audio and speakers with our video conferencing. This integrated all the technology for trainings and meetings.			
Equipment	$0.00	$0.00	$0.00	$0.00
Description	No equipment purchased			
Services	$57,795.43	$0.00	$0.00	$57,795.43
Description	$38,494.04 are for contract with Bangor Public Library for the NMLD consultant from July 1, 2015-December 31, 2015 plus associated costs for the office (supplies, parking, etc.). $16,024.32 are for a payroll services contract for part-time STEM/Emerging technologies librarian to work with public libraries. Telephone services for the project.			
Other Operational Expenses	$0.00	$0.00	$0.00	$0.00
Description				
Totals:	$207,637.93	$425,387.21	$0.00	$633,025.14

Intent

Improve the library workforce.

- Library Infrastructure & Capacity
- Continuing Education and Staff Development

Project Activities

Activity Details

Title: Literacy Programs **Abstract:**

The Maine State Library's literacy efforts include EarlyLiteracy and Summer Reading.

Activities for early literacy are provided by the state funded Early Literacy consultant. The training includes library visits and workshops for staff that provide storytime activities. Sixty visits were made to librariesstatewide by the early literacy consultant in 2015-16. This also includes 2 sessions with school librarians and Title 1 teachers. Federal funds pay for travel for the Early Literacy consultant activities

The Early Literacy consultant, along with the Library Programofficer from the Maine Humanities Council, coordinates the Collaborative SummerLibrary Program in Maine. This includes membership, ordering and distributionof manuals for Maine libraries. They both collaborate to provide supportand answer questions via email as well as provide fun and informative training videosfor library staff.

Intent: Improve the library workforce.

Activity: Instruction
Mode: Program
Format: Combined in-person & virtual

Session length (minutes): 216

Number of sessions in program: 5

Average number in attendance per session: 42

Number of times program administered: 5

Partner Information
Please identify the area(s) in which your partner organization(s) operates.

Libraries: Yes **Historical Societies or Organizations:** No **Museums:** No **Archives:** No **Cultural Heritage Organization Multi-type:** No **Preschools:** No **Schools:** No **Adult Education:** No **Human Service Organizations:** No **Other:** No

Please identify the legal type of the partner organization(s) for this project.

Federal Government: No **State Government:** No **Local Government:** Yes **School District:** No **Non-Profit:** Yes **Private Sector:** No **Tribe:** No

Is the activity directed at the library workforce: Yes

Is the activity state-wide: Yes

Specific Locations: No

Institution Types
Public Libraries: 264, **Academic Libraries:** 0, **SLAA:** 1, **Consortia:** 0, **Special Libraries:** 0, **School Libraries:** 337, **Other:** 0

Activity Details
Title: Public Library Data Collection -Collection and Instruction **Abstract:**
The State Data Coordinator actively engages with libraries to collect data, instruct librarians, volunteers and trustees to use proper methods for data collection. Libraries are trained to use the online software, and submit reviewed data to IMLS **Intent:** Improve the library workforce.

Activity: Instruction
Mode: Consultation/drop-in/referral
Format: Combined in-person & virtual

Total number of consultation/reference transactions: 619

Average number of consultation/reference transactions per month: 52

Partner Information
Please identify the area(s) in which your partner organization(s) operates.

Libraries: No **Historical Societies or Organizations:** No **Museums:** No **Archives:** No **Cultural Heritage Organization Multi-type:** No **Preschools:** No **Schools:** No **Adult Education:** No **Human Service Organizations:** No **Other:** No

Please identify the legal type of the partner organization(s) for this project.

Federal Government: No **State Government:** No **Local Government:** Yes **School District:** No **Non-Profit:** Yes **Private Sector:** No **Tribe:** No

Is the activity directed at the library workforce: Yes

Is the activity state-wide: Yes

Specific Locations: No

Institution Types
Public Libraries: 267, **Academic Libraries:** 0, **SLAA:** 0, **Consortia:** 0, **Special Libraries:** 0, **School Libraries:** 0, **Other:** 0

Activity Details
Title: Voluntary Public Librarian Certification Program **Abstract:**

To meet the needs of Maine's public library staff, theMaine State Library has developed a three level voluntary certification programcomprised of online courses, archived webinars, workshops and specialinstitutes. Library directors and personnel who do not have formal training inlibrary science start with Basic Certification training. All the courses fitinto the American Library Association (ALA) Core Competencies and the21stCentury Skills matrices. Intermediate and

Advanced Certification builds onthe work done at the basic level and allows the librarian to explore thesetopic areas in more depth by choosing electives in each subject area. Once acertification level is achieved, the librarian is required to attend orcomplete 5 classes, webinars or workshops each year to maintain that level ofcertification. School Library Media Specialists and Ed Techs can use thesecourses toward recertification.
http://www.maine.gov/msl/libs/ce/libcert.shtml

Intent: Improve the library workforce.

Activity: Instruction
Mode: Program
Format: Virtual

Session length (minutes): 60

Number of sessions in program: 763

Average number in attendance per session: 1

Number of times program administered: 56

Partner Information
Please identify the area(s) in which your partner organization(s) operates.

Libraries: No **Historical Societies or Organizations:** No **Museums:** No **Archives:** No **Cultural Heritage Organization Multi-type:** No **Preschools:** No **Schools:** No **Adult Education:** No **Human Service Organizations:** No **Other:** No

Please identify the legal type of the partner organization(s) for this project.

Federal Government: No **State Government:** No **Local Government:** Yes **School District:** No **Non-Profit:** Yes **Private Sector:** No **Tribe:** No

Is the activity directed at the library workforce: Yes

Is the activity state-wide: Yes

Specific Locations: No

Institution Types
Public Libraries: 264, **Academic Libraries:** 0, **SLAA:** 0, **Consortia:** 0, **Special Libraries:** 0, **School Libraries:** 0, **Other:** 0

Activity Details
Title: Statewide and Regional Continuing Education Events **Abstract:**
The Maine State Library hold a wide variety of Continuing Education Programs directed at library staff statewide. Highlights include six Council meetings, the Reading Round Up of Children's Literature, the New Public Library Directors' Orientation, and smaller regional cluster group events for public librarydirectors, reference, IT, adult services, youth services, school librarians,etc.
The Regional District Council meetings are requiredby Maine State Law and focus on specific professional development topics ofinterest to all types of libraries. Council meetings are held twice a year in Fall and Spring. Three regional meetingswere held in fall of 2015 and three meetings were held in spring of 2016. Programtopics included:
•   STEM and Maker programming
•   Aspen Report and Guide
•   Using Data to tell your Story – Lessons from RIPL
•   Maintaining staff engagement during times of change
•   Maximizing user experience and community engagement

Intent: Improve the library workforce.

Activity: Instruction
Mode: Program
Format: In-person

Session length (minutes): 180

Number of sessions in program: 26

Average number in attendance per session: 28

Number of times program administered: 1

Partner Information
Please identify the area(s) in which your partner organization(s) operates.

Libraries: No **Historical Societies or Organizations:** No **Museums:** No **Archives:** No **Cultural Heritage Organization Multi-type:** No **Preschools:** No **Schools:** No **Adult Education:** No **Human Service Organizations:** No **Other:** No

Please identify the legal type of the partner organization(s) for this project.

Federal Government: No **State Government:** No **Local Government:** Yes **School District:** No **Non-Profit:** Yes **Private Sector:** No **Tribe:** No

Is the activity directed at the library workforce: Yes

Is the activity state-wide: Yes

Specific Locations: No

Institution Types
Public Libraries: 264, **Academic Libraries:** 37, **SLAA:** 1, **Consortia:** 0, **Special Libraries:** 40, **School Libraries:** 336, **Other:** 0

Activity Details
Title: One to one consulting **Abstract:**

The MSL Consultants offer one to one consulting services to help individual libraries with library management issues, building projects, programming, volunteers, marketing and promotion, and to assist smaller libraries to find mentors or support and assistance from nearby libraries. Library trustees also request consulting services.

Intent: Improve the library workforce.

Activity: Instruction
Mode: Consultation/drop-in/referral
Format: Combined in-person & virtual

Total number of consultation/reference transactions: 556

Average number of consultation/reference transactions per month: 46

Partner Information
Please identify the area(s) in which your partner organization(s) operates.

Libraries: Yes **Historical Societies or Organizations:** No **Museums:** No **Archives:** No **Cultural Heritage Organization Multi-type:** No **Preschools:** No **Schools:** Yes **Adult Education:** No **Human Service Organizations:** No **Other:** No

Please identify the legal type of the partner organization(s) for this project.

Federal Government: No **State Government:** No **Local Government:** Yes **School District:** Yes **Non-Profit:** Yes **Private Sector:** No **Tribe:** No

Is the activity directed at the library workforce: Yes

Is the activity state-wide: Yes

Specific Locations: No

Institution Types
Public Libraries: 264, **Academic Libraries:** 37, **SLAA:** 1, **Consortia:** 0, **Special Libraries:** 40, **School Libraries:** 336, **Other:** 0

Activity Details
Title: Webinars **Abstract:**

The Maine State Library hosted 2 in-state webinars and providedaccess to national webinars through our community partnership with WebJunction.In state webinars were on Engaging Your Community in Sustainable Funding and Unpackingthe Tackle Box! Innovation Tools.

There were 24 WebJunction webinars attended by Maine library staff
Intent: Improve the library workforce.

Activity: Instruction
Mode: Program
Format: Virtual

Session length (minutes): 60

Number of sessions in program: 26

Average number in attendance per session: 8

Number of times program administered: 1

Partner Information
Please identify the area(s) in which your partner organization(s) operates.

Libraries: No **Historical Societies or Organizations:** No **Museums:** No **Archives:** No **Cultural Heritage Organization Multi-type:** No **Preschools:** No **Schools:** No **Adult Education:** No **Human Service Organizations:** No **Other:** No

Please identify the legal type of the partner organization(s) for this project.

Federal Government: No **State Government:** Yes **Local Government:** Yes **School District:** Yes **Non-Profit:** Yes **Private Sector:** No **Tribe:** No

Is the activity directed at the library workforce: Yes

Is the activity state-wide: Yes

Specific Locations: No

Institution Types
Public Libraries: 264, **Academic Libraries:** 37, **SLAA:** 1, **Consortia:** 0, **Special Libraries:** 40, **School Libraries:** 336, **Other:** 0

Activity Details
Title: Evaluation and Re-envisioning of District Consulting Service Model **Abstract:**

The process of evaluating the district consulting servicemodel initially began with the Maine Library Commission's Statewide SharedResources Subcommittee tasked with studying the Maine Regional Library System.With the recommendation of the committee and the Director of Library Development,staff set out to craft a survey, look at the data, hold regional meetings and analyzethe results from both. Our intent was tochange the model but not without having a discussion with libraries statewide. Many comments from libraries prior to thesurvey indicated there was a desire at the local library level to move from thegeneralist to specialist. The survey andregional meetings were intended to widen that discussion, ask for input on thechange and allay fears about changing models.

Based on theevaluation report the following recommendations were made to the Maine LibraryCommission in September 2016.

. Create one Statewide Maine Library District
. Thedistrict will have 9 service regions – arranged by single or combined countiesbut still aligned with the same ARRCs as to not disturb ILL and other currentARRC services
. Eachregion will have an assigned MSL Specialist assigned as the liaison.
. Create one statewide advisory board (initialboard to consist of volunteer members from CMLD, NMLD, SMLD boards) who willmeet to determine best board size and library type distribution and makerecommendations to the Commission.
. Continue with the 2 required council meetingsconsistent with Title 27 – one held at Maine Library Association each fall andone in the spring with rotating regional locations.
. MSL staff will provide regional meetings andtrainings in the 9 regional locations sending a team of specialists to an areaat least once a year.

Intent: Improve the library workforce.

Activity: Planning & Evaluation
Mode: Retrospective
Format: In-house

Number of evaluations and/or plans funded: 1

Number of funded evaluation and/or plans completed: 1

Partner Information
Please identify the area(s) in which your partner organization(s) operates.

Libraries: No **Historical Societies or Organizations:** No **Museums:** No **Archives:** No **Cultural Heritage Organization Multi-type:** No **Preschools:** No **Schools:** No **Adult Education:** No **Human Service Organizations:** No **Other:** No

Please identify the legal type of the partner organization(s) for this project.

Federal Government: No **State Government:** Yes **Local Government:** Yes **School District:** Yes **Non-Profit:** Yes **Private Sector:** No **Tribe:** No

Is the activity directed at the library workforce: Yes

Is the activity state-wide: Yes

Specific Locations: No

Institution Types
Public Libraries: 264, **Academic Libraries:** 37, **SLAA:** 336, **Consortia:** 0, **Special Libraries:** 40, **School Libraries:** 0, **Other:** 0

Activity Details
Title: Leadership Training - MLLI and ILEAD **Abstract:**
The Maine State Library engaged in two year-long leadershiptraining programs in 2015 and part of 2016.

MLLI: The Maine Library LeadershipInstitute included 6 participants who attended NELLS (*New England Library Leadership Symposium*) and then completed a 10 month program of 10 face toface and virtual meetings. Focus on Leadership styles, interpersonalcommunications, influence, risk taking, organizational change,coaching/mentoring, transforming libraries and a personal development plan.Meetings had presenters, participant facilitation plus focused readings and TEDTalks.

ILEAD – Maine: The Maine State Libraryparticipated in the national ILEAD project and used ILEAD funds, LSTA funds andstate money to sponsor 4 teams (18 participants). Teams met along with otherstates for three face to face meeting with teams and virtual presenters fromIllinois. The teams worked on community projects in between face to facesessions. The four projects included

- **TechResources for Seniors** focused on providing seniors with technology andtraining to access online resources for health, wellness and other information.
- **Axis ofAccess** worked on addressing bandwidth and hardware issues that inhibitaccess to online higher education for rural Mainers.
- **Civil andSocial Engagement in Maine** developed a moderated online space for communityengagement.
- **ILEAD MDI**will create a guided, single-site research experience for students, teachers,tech coordinators, library media specialists and public librarians which willbe a model for future school/public library collaboration.

Intent: Improve the library workforce.

Activity: Instruction

Mode: Program

Format: Combined in-person & virtual

Session length (minutes): 660

Number of sessions in program: 19

Average number in attendance per session: 24

Number of times program administered: 1

Partner Information

Please identify the area(s) in which your partner organization(s) operates.

Libraries: No **Historical Societies or Organizations:** No **Museums:** No **Archives:** No **Cultural Heritage Organization Multi-type:** No **Preschools:** No **Schools:** No **Adult Education:** No **Human Service Organizations:** No **Other:** No

Please identify the legal type of the partner organization(s) for this project.

Federal Government: No **State Government:** No **Local Government:** Yes **School District:** Yes **Non-Profit:** Yes **Private Sector:** No **Tribe:** No

Is the activity directed at the library workforce: Yes

Is the activity state-wide: Yes

Specific Locations: No

Institution Types

Public Libraries: 16, **Academic Libraries:** 1, **SLAA:** 1, **Consortia:** 0, **Special Libraries:** 3, **School Libraries:** 2, **Other:** 0

Project Outcomes

List any important findings or outcomes from your project:

The findings from our evaluation of the district consulting service model reinforced our staff and administration conclusions that the Maine State Library should make these changes. The year-long process provided time for much discussion, thought and weighing of pros and cons. The most important finding was the desire to have more regional with training and outreach. The second finding was a desire to have a point person for each public library. The Staff Liaison role was created for that purpose. Each specialist/consultant is a liaison to 40-50 libraries. The third finding was a interest in have specialists model programming. We see this as an expanding role as libraries make their way through changes and expectations in library services. We expect to demonstrate, model and teach librarians. Technology, STEM, community engagement and collective impact are all areas around which libraries need focused guidance and training. The Volunteer Public Library Certification is playing an important role in the state and we are beginning to see it mentioned in job postings. Maine librarians need training but do not have funds - or the ability to re-pay education loans on the salaries available in small rural communities.

Please briefly describe importance of findings.

We are hopeful that taking a statewide approach with one district with 9 service regions will prove workable for both the libraries and state library staff. The MSL staff hopes to encourage wider participation and involvement at the regional levels and for the Maine State Library to act as a convener in those regions. We want to encourage resource sharing and more communication in rural isolated communities. Small rural libraries will need to share personnel to stay viable and provide quality and relevant services.

What methods did you use to determine your findings? Check all that apply.

Survey
Review of Administrative Data
Interview/Focus Group
Participant Observation
Other

Based on outputs, outcomes and/or other results, explain any significant lessons learned from these findings for either the SLAA or others in the LIS field.

Outreach and communication was the most important part of the process. A shared vision of the possibilities and advantages for the new model had to be explained. Ultimately it came down to emphasizing that we all wanted the same outcome – superior library services for the people of Maine and strong, viable libraries in these changing times. We need to work as a team to deliver regional services in a cost-effective manner. We need to provide face to face and virtual. We also need to live stream events.

Do you anticipate continuing this project after the current reporting period ends? Yes

Do you anticipate any change in level of effort? Yes
Changes in level of effort will be dependent on the results of the five year plan evaluation and the new five year plan.

Do you anticipate any change in the project's scope? No

Do you anticipate any other changes in the project? No

Exemplary: Yes; Maine Regional Library System- Consultant Services and Continuing Education Our Continuing Education and Consulting/Specialist services are highly valued by the library workforce in Maine. It is a constant challenge working with small, rural communities with a high number of directors and staff without a professional library degree and trustees and Board Members who lack expertise. The dedication and commitment to raising the quality of library services through this LSTA program is evident in the work done in the past year. This is exemplary example of well spent federal that has very wide impact.

Project Tags
consultants, CE, data

Project Information
Fiscal Year: 2015
State: ME
Version: 3
SPR Project Code: 2015-ME-75929

Title: Partnership with Networkmaine, Maine Department of Education, Maine Public Utilities Commission
State Project Code: 5
Start Date: 10/01/2014
End Date: 09/30/2016
Status: Accepted
Abstract:

This partnership manages the Maine School and LibraryNetwork (MSLN), the statewide telecommunications and Internet delivery systemfor public libraries and K-12 schools in Maine and provides E-rate coordinatorservices to both libraries and schools so they can benefit from UniversalService Fund.

LSTAfunds are used to support salary for the E-ate Coordinator and LibraryDevelopment Director who work with Networkmaine and libraries. Work is donewith the Networkmaine Advisory Council and Networkmaine staff consists onplanning, funding, compliance, applications and managing Maine School andLibrary Network (MSLN). The network and library connections are funded byfederal e-rate and state e-rate (MTEAF).

The following language is from the Networkmaine CouncilMemorandum of Understanding signed by theMaine Commissioner of Education, theMaine State Librarian, the State of Maine Chief Information Officer and theChief Information Officer of the University of Maine System: "Networkmaine is aunit of the University of Maine System (UMS)…Networkmaine shall operate andmanage a statewide telecommunications delivery system developed to support education,research, public service, government and economic development…Networkmaineshall act as the Maine School and Library (MSLN) consortium authority and willbe responsible for making necessary certifications and for responding toUniversal Service Administrative Company (USAC) inquiries on behalf of theeligible consortium members during both pre and post-commitment processes."

State Goal: Expand library resource sharing and services for all Maine citizens.

Project Director
Director Name: Janet McKenney; Director Phone: 207-287-5620; Director Email: janet.mckenney@maine.gov

Grantee Information
Grantee: Maine State Library

Additional Materials
- 2015-2016 Report to the PUC - MSLN.pdf
- http://networkmaine.net/msln/
- http://www.maine.gov/msl/erate/index.shtml

Budgets

	LSTA	MATCH-State	MATCH-Other	Total
Salaries/Wages/Benefits	$96,729.55	$0.00	$0.00	$96,729.55
Description	Salary for 1.17 FTE - State E-rate Coordinator and Technology consultant plus a portion of the Library Development Director's salary.			
Consultant Fees	$0.00	$0.00	$0.00	$0.00
Description	The MSL contracted with the Maine Fab Lab in Biddeford, ME to provide equipment and a program at the Portland Public Library's first Maker Event.			
Travel	$3,648.89	$0.00	$0.00	$3,648.89
Description	Travel to Washington DC for USAC e-rate training. In state travel mileage for technology and e-rate training.			
Supplies/Materials	$4,473.99	$0.00	$0.00	$4,473.99
Description	This amount includes the yearly cost for Adobe Connect license and room for the E-rate coordinator plus other software and office supplies.			
Equipment	$0.00	$0.00	$0.00	$0.00
Description	No equipment			
Services	$1,573.07	$0.00	$0.00	$1,573.07

Description	Telephone services for the project.			
Other Operational Expenses	$0.00	$0.00	$0.00	$0.00
Description				
Totals:	$106,425.50	$0.00	$0.00	$106,425.50

Intent

Improve users' ability to discover information resources.

- Other

Improve users' general knowledge and skills.

- Digital Literacy
- Broadband adoption

Project Activities

Activity Details

Title: E-rate Coordinator Support and Instruction **Abstract:**

The MSL e-rate and technology consultant works with libraries statewide on e-rate applications, technology issues and emerging technologies education and training This includes phone, webinars and e-rate reminders for the e-rate applications for telephone and new Category 2 services. **Intent:** Improve users' general knowledge and skills.

Activity: Instruction
Mode: Consultation/drop-in/referral
Format: Combined in-person & virtual

Total number of consultation/reference transactions: 303

Average number of consultation/reference transactions per month: 25

Partner Information

Please identify the area(s) in which your partner organization(s) operates.

Libraries: Yes **Historical Societies or Organizations:** No **Museums:** No **Archives:** No **Cultural Heritage Organization Multi-type:** No **Preschools:** No **Schools:** No **Adult Education:** No **Human Service Organizations:** No **Other:** No

Please identify the legal type of the partner organization(s) for this project.

Federal Government: No **State Government:** Yes **Local Government:** Yes **School District:** No **Non-Profit:** Yes **Private Sector:** No **Tribe:** No

Is the activity directed at the library workforce: Yes

Is the activity state-wide: Yes

Specific Locations: No

Institution Types

Public Libraries: 230, **Academic Libraries:** 0, **SLAA:** 0, **Consortia:** 0, **Special Libraries:** 0, **School Libraries:** 0, **Other:** 0

Activity Details

Title: Networkmaine Advisory Council-MSLN Management **Abstract:**

This activity represents time invested by the Director of Library Development and the Library Erate Coordinator for management, compliance, planning and evaluation of the Maine School and Library Network The Maine State Library, along with the Maine Department of Education and with support of the Networkmaine Council present a budget to the Public Utilities Commission each year for use of the *Maine Telecommunications Education Access Fund* (MTEAF) The Erate Coordinator spends time during the MSLN/Erate application process determining eligibility and compliance for libraries as well as ensuring the proper paperwork is signed and submitted The Library development Director attends all Advisory Council Meetings for project planning, budget, and report submission to the Maine PUC.

Intent: Improve users' ability to discover information resources.

Activity: Planning & Evaluation
Mode: Prospective
Format: In-house

Number of evaluations and/or plans funded: 1

Number of funded evaluation and/or plans completed: 1

Partner Information

Please identify the area(s) in which your partner organization(s) operates.

Libraries: Yes **Historical Societies or Organizations:** No **Museums:** No **Archives:** No **Cultural Heritage Organization Multi-type:** No **Preschools:** No **Schools:** Yes **Adult Education:** No **Human Service Organizations:** No **Other:** No

Please identify the legal type of the partner organization(s) for this project.

Federal Government: No **State Government:** Yes **Local Government:** Yes **School District:** No **Non-Profit:** Yes **Private Sector:** No **Tribe:** No

Is the activity directed at the library workforce: Yes

Is the activity state-wide: Yes

Specific Locations: No

Institution Types

Public Libraries: 230, **Academic Libraries:** 0, **SLAA:** 0, **Consortia:** 0, **Special Libraries:** 0, **School Libraries:** 0, **Other:** 0

Project Outcomes

List any important findings or outcomes from your project:

Outcome - MSLN: Networkmaine tracks bandwidth usage of all libraries. The results of the RFP in spring of 2015 started the fiber and bandwidth expansion project for libraries in schools in MSLN. All libraries but 3 have been upgraded to a minimum 100 mbps fiber connections. Outcome - E-rate Coordinator: 230 libraries filed paperwork (Letters of Agency and Form 479s) with Networkmaine for the MSLN Internet application. 95 libraries submitted e-rate applications for telephone and Category 2 for the 2015-16 E-rate cycle for July 1, 2015 through June 30, 2016 and have received over $58,000 in funding.

Please briefly describe importance of findings.

The added bandwidth for libraries have met the ever expanding demand for bandwidth and put Maine libraries on track with national goals. The increased e-rate money and guidance from the E-rate consultant will enable libraries to modernize network infrastructure equipment to match robust bandwidth. Libraries need expertise and assistance with new Category 2 funding for wireless infrastructure upgrades.

What methods did you use to determine your findings? Check all that apply.

Review of Administrative Data
Other

Based on outputs, outcomes and/or other results, explain any significant lessons learned from these findings for either the SLAA or others in the LIS field.

The input at regional meetings demonstrated continued appreciation and need for assistance in the area of e-rate and network infrastructure. The installation of fiber and high speed connections are exciting for libraries but now they need to use Category 2 e-rate funds to upgrade local infrastructure (wired and wireless) to match capacity and local expertise is lacking regarding equipment and procurement.

Do you anticipate continuing this project after the current reporting period ends? Yes

Do you anticipate any change in level of effort? Yes

The e-rate coordinator will have to expand outreach and training for Category 2 funds for new wireless services/hardware and internal hardware for the fiber connections. MTEAF funding is declining and legislative solutions will be a goal in 2017.

Do you anticipate any change in the project's scope? No

Do you anticipate any other changes in the project? No

Exemplary: Yes;

Project Tags

broadband, MSLN, e-rate